INQUA ANNUAL REPORT FOR SKILLS FUNDING

**Deadline for receipt of reports by the Secretary-General and the President of the sponsoring Commission: *31st January of the year following funding*. Please keep your reports on activities and achievements (5 and 7) brief, because these reports are read by all the members of the Executive. You may attach additional supporting documents (e.g. meeting agenda, news items, copies of publications) if you wish.**

1. Skill grant number
2. Title
3. Sponsoring Commission (if relevant)
4. Leader(s) (name, mailing address, e-mail address): (All communications will take place by email unless specifically requested otherwise, in which case a fax number should be supplied.):

Brief summary of activities and accomplishments during reporting year (Please keep this summary brief. You may attach additional supporting documents, e.g. meeting agenda, news items, copies of publications if you wish) (*maximum one half page*).

1. People involved in activities during reporting year

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Institute | Country | Role | Status (PhD, ECR, DCR, SS) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. List of publications during reporting year
2. Paragraph describing your aims and activities, to be included in *Quaternary Perspectives* (photos may be sent directly to the QP editor).
3. Breakdown of use of the INQUA funding.

You will need to supply electronic (scanned) copies of receipts for your expenditures; we request that you (or your organization) keep the original receipts in case of any subsequent audit of INQUA. Please list the item paid for in the second column, and give a brief description (e.g. taxi receipt, room booking fee). Please make sure that the scanned receipt is marked with the appropriate number for this item. Please give the cost in the original currency (i.e. to match the receipts you are providing) and then the equivalent sum in Euros (because your budget from INQUA was awarded in Euros). If the item involves funding travel or subsistence for a specific person, they should be named in the second column. Please indicate their status (PhD, ECR, DCR) so that it is easy to check that the expenditure conforms to INQUA policy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Item** | **Cost** **(in original currency)** | **Cost** **(in Euros)** | **Person involved** **(status: PhD, ECR, DCR)** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **etc** |  |  |  |  |
|  | ***Totals*** |  |  |  |

**Money awarded in reporting year:**

**Total spent in reporting year:**

**Unspent money in reporting year:**

*Please note that this unspent money must be returned to the Treasurer before May 15th of the year following funding.*

**Signed (Leader):**

**Date:**